



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:

1321

G-1

SEP 12 2016

LETTER OF INSTRUCTION 17-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR THE MANPOWER MANAGEMENT OFFICER
ASSIGNMENT COMMAND VISIT ON MARINE CORPS BASE CAMP PENDLETON
AND MARINE CORPS AIR STATION CAMP PENDLETON COMMANDS FROM
25-28 OCTOBER 2016

Ref: (a) CMC WASHINGTON DC MRA MM 021310Z JUN 16 (MARADMIN 281/16)

Encl: (1) MCB Camp Pendleton Manpower Management Officer Assignment Branch
(MMOA) Visit Schedule
(2) MMOA Team Roster
(3) Share Point Appointment Booking Instructions
(4) Map of CAMPEN Brief and Interview Locations

1. Situation. The Manpower Management Officer Assignments (MMOA) Team will visit Marine Corps Base (MCB) Camp Pendleton (CampPen), Marine Corps Air Station (MCAS) Miramar, Marine Corps Air Ground Combat Center (MCAGCC) 29 Palms, MCAS Yuma, and Marine Corps Recruit Depot (MCRD) San Diego to provide professional military education (PME) on manpower, coordinate officer manpower issues with senior leadership, and conduct individual officer interviews and career counseling in order to facilitate officer staffing requirements. A brief on command screening, PME opportunities, and career development will also be provided. All officers are highly encouraged to attend this brief.

2. Mission. I Marine Expeditionary Force (I MEF) commanders will disseminate this information in order to maximize opportunities for their officers to attend the MMOA brief and interview with their respective monitors at their installations.

3. Execution

a. Commander's Intent. Ensure all available active duty officers assigned to I MEF and Marine Corps Installations-West (MCIWEST-MCB CampPen) commands are afforded an opportunity to attend MMOA briefings and interview with their individual monitors.

b. Concept of Operations

(1) Command Brief and Presentation. For Marines stationed on Camp Pendleton, a combined MMOA-1 and MMOA-2 brief for ground and aviation

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officers will be on Tuesday, 25 October 2016 from 0800-0900 at the Center for Naval Aviation Technical Training (CNATT), Building (Bldg) 2220 in the 22 Area. Use following link for directions:

<https://www.google.com/maps/dir//33.2900332,-117.3483989/@33.2900743,-117.348009,225m/data=!3m1!1e3?hl=en>. All officers are strongly encouraged to attend this brief. This is an excellent opportunity to become familiar with the policies and procedures relative to personnel assignments. Enclosure (1) is the schedule for the entire visit at Camp Pendleton.

(2) Individual Interview Scheduling. The website found in enclosure (3) will activate on 15 September 2016. Interviews will be scheduled consecutively, beginning at the designated start time until 1700 to provide maximum efficiency; 1200-1300 is reserved for lunch. Appointments are limited to 15 minutes for O-5 and below and 20 minutes for O-6s. Walk-in appointments and last-minute additions to the list are highly discouraged. Individual interviews will be made by appointment and are the responsibility of the individual officer. Appointments with all monitors must be made via the 3d Marine Aircraft Wing (3d MAW) Share Point, with instructions found in enclosure (3). Requests for transition counselling appointment with the Reserve monitor may be submitted via e-mail to RCT@usmc.mil.

a. MCB CampPen MMOA-1 (Ground) interviews. Ground Military Occupational Specialty (MOS) monitors will be available 25-27 October 2016 on MCB CampPen. Interviews will be conducted in the 22 Area at the College of Distance Education and Training (CDET), Bldg 22181. Use following link for directions to Bldg 22181:
<https://www.google.com/maps/dir//33.2915381,-117.3461204/@33.2914509,-117.3465835,195m/data=!3m1!1e3?hl=en>.

b. MCB CampPen MMOA-2 (Air/Rotary Wing) interviews. Aviation Colonel, Aviation Lieutenant Colonel, Rotary Wing, and Aviation Ground monitors will be available for interviews from 27-28 October 2016 aboard MCAS CampPen in Bldg 22181. Fixed-wing monitors will only be available at MCAS Miramar.

(3) The MMOA Roadshow will also be visiting the following Southern California locations. Officers will schedule monitor interviews at their units' base locations.

a. MCAS Miramar. The MMOA brief for all officers will be conducted on Tuesday, 25 October 2016 from 0800-0930 at the Bob Hope Theater, Bldg 2242. Aviation Colonel, Lieutenant Colonel, rotary wing, and aviation ground monitors along with a representative from the Reserve Continuation and Transition Branch will be available for interviews from 25-26 October 2016. Major fixed wing and company grade fixed-wing monitors will be available from 25-28 October 2016. Ground monitors will only be available at CampPen and MCRD San Diego. Appointments must be made via the 3d MAW SharePoint, with instructions found in Enclosure (3). The POC is Captain Lamberto E. Mathurin at lamberto.mathurin@usmc.mil, commercial (858) 577-7345.

b. MCRD. The MMOA brief for all officers will be on Friday, 28 October 2016 from 0830-1000 at the Conference Center, Bldg 7W. Ground

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Appointments must be made via the 3d MAW Share Point, with instructions found in enclosure (3). The point of contact is Mrs. Yolanda Brantley at Yolanda.brantley@usmc.mil or commercial (619) 524-8733.

c. MCAGCC 29 Palms. The MMOA brief for all officers will be on Monday, 31 October 2016 from 0800-0900 at the Base Theater Bldg 1510. Please ensure all hands are seated by 0745. Interviews will be held from 0930-1700 on 31 October 2016 and 0730-1700 on 1-2 November 2016. Aviation/Aviation Ground monitors will conduct interviews on 2 November 2016 from 0730-1600 only. All interviews will be held in the Mesa Room, Officers Club, Bldg 1573. Should I MEF Marine officers be in 29 Palms for training and would like to see their monitor please ensure an appointment is scheduled prior to arrival at the interview site. MCAGCC will also have a link on the front page of the MCAGCC home page at www.29palms.usmc.mil on 15 September 2016. Look for the "MMOA Road Show" tab to open the web scheduler. Points of contact are Mrs. Robin Hoke at robin.hoke@usmc.mil or commercial (760) 830-7348 or Mr. Mike Munden at michael.munden@usmc.mil or commercial (760) 830-7088.

d. MCAS Yuma. The MMOA brief for all officers will be on Monday, 31 October 2016 from 0800-01000 at the Station Theater, Bldg 672. Aviation/Aviation Ground monitors will be conducting interviews in the Safety Building, Bldg 460 from 1100-1630 On Monday, 31 October, and from 0800-1300 on Tuesday, 1 November. Appointments must be made via the 3d MAW Sharepoint, with instructions found in enclosure (3). Should I MEF Marine officers be in Yuma for training and would like to see their monitor, please ensure an appointment is scheduled prior to arrival at the interview site. The point of contact is Captain Herman Haynes at herman.r.haynes@usmc.mil or commercial (928) 269-2918.

c. Tasks

(1) Assistant Chief of Staff (AC/S) G-1, I MEF

(a) Coordinate the overall visit to MCB CamPen for MMOA, to include in-calls.

(b) Coordinate officer interview schedules with their monitors.

(2) AC/S G-6, I MEF

(a) Provide communications/network support as requested in the reference. Coordinate with G-6, MCI-WEST and IMO, I MEF to ensure associated MMOA Command Visit team requirements are met.

(b) Website Setup. Coordinate with IMO, 3d MAW and IMO, I MEF to ensure website is properly set up in order to allow users to sign up for interviews with their respective monitors NLT 15 September 2016.

(c) Network Access. Each member of the MMOA Command Visit team will arrive with an official authorized MCEN laptop and requires access to an active network data port in order to best serve officers during their interviews. As required, ensure I MEF has submitted a port security

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active network data port in order to best serve officers during their interviews. As required, ensure I MEF has submitted a port security exemption request and prepare to support the team with up to 19 data drops. MMOA will travel with one 16-port Linksys "dumb" HUB that has an approved waiver from CMC (C4) through 2017.

(d) Network Support Specialist. Provide at least one network specialist to the MMOA team. Submit name to the G-1, I MEF NLT 14 October 2016. The team is unable to travel with data support and will require at least one network support specialist to remain present at the interview site for the duration of the visit, per enclosure (1).

(e) Printer and Phone Support. Provide at least one networked printer and at least one DSN-capable phone for the MMOA Team to accommodate visit schedule, per enclosure (1). Set up to be completed NLT 14 October 2016 at locations in enclosure (1).

(3) Public Affairs Officer (PAO), I MEF. Coordinate PAO participation to ensure the subject events are widely advertised. Advertise MMOA visit and interview opportunities on I MEF social media sited prior to MMOA visit.

(4) Commanding General, MCIWEST-MCB CAMPEN

(a) Request coordination with G-6, I MEF to provide communications/network support as requested in the reference. Ensure associated MMOA Command Visit team requirements are met.

(b) Request widest dissemination of the information contained in this LOI, especially to units at locations listed in enclosure (1) not falling under I MEF chain of command. Ensure all available officers are afforded the opportunity to attend a brief and to schedule an individual interview with their monitor via the website, per enclosure (3).

(c) Request to coordinate PAO participation to ensure MMOA subject events are widely advertised. Advertise MMOA visit and interview opportunities at location social media sites prior to MMOA visit. Request coordination with PAO, I MEF to ensure MMOA visit information is advertised.

(5) Commanding Generals, 1st Marine Division, 3d Marine Aircraft Wing, 3d Marine Aircraft Wing, 1st Marine Logistics Group. Ensure widest dissemination of the information pertaining to the MMOA monitors visit. Ensure all available officers are afforded the opportunity to attend a brief and to schedule an individual interview with their monitor via the website, per enclosure (3).

(6) Commanding Officers, I MEF Headquarters Group, 11th Marine Expeditionary Unit (MEU), 13th MEU, and 15th MEU. Ensure widest dissemination of information pertaining to the MMOA monitors visit. Ensure all available officers are afforded the opportunity to attend a brief and to schedule an individual interview with their monitor via the website, per enclosure (3).

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LETTER OF INSTRUCTION 17-16d. Coordinating Instructions

(1) A list of the monitors visiting MCB CamPen is provided in enclosure (2).

(2) Unit Deployment Program Unit officers in Japan will have an opportunity for monitor interviews during III MEF MMOA Command Visit, 17, 19-21 October 2016.

(3) Officers selected by a board/panel for Fiscal Year 2016 programs and schools will not be eligible for orders and will not be listed as movers. Officers in zone for the next grade should interview with their future monitor.

4. Administration and Logistics

a. Administration. Deployed Marine officers may contact their monitors directly to coordinate a phone interview.

b. Logistics

1. Uniform. The uniform for this event is the uniform of the day.

2. Parking. Parking is available at two separate parking garages. One of the parking garages is located one building south of the CNATT building and is marked by solar panels (see enclosure 4). An additional parking garage is located in the vicinity of the CDET building at the following link and is marked by solar panels:
<https://www.google.com/maps/@33.2929388,-117.3472344,130m/data=!3m1!1e3?hl=en>.

5. Command and Signal

a. Command. Point of contact is the I MEF G-1 Manpower OIC, CW05 Dempsey at (760) 725-9149.

b. Signal. This LOI is effective the date signed.


P. T. MORGAN
By direction

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Copy to: MMOA
CG, MCIWEST-MCB CamPen
CO, 1st Raider Bn

MCB Camp Pendleton Manpower Management Officer Assignment Branch
(MMOA) Visit Schedule
TUESDAY, 25 OCTOBER - FRIDAY, 28 OCTOBER 2016

MMOA-1 Ground Monitor Interviews at CamPen Bldg 22181

TUESDAY 25 OCT

MMOA-1 and MMOA-2 Combined Mass Brief at CNATT (Bldg 2220)

0800 - 0900 Combined Ground, Aviation, Field & Company Grade Brief

MMOA-1 Ground Monitor Interviews at the CDET Classrooms, Bldg 22181

1000 - 1200 MMOA Interviews (Ground MOSs only)*

1300 - 1700 MMOA Interviews (Ground MOSs only)

*Prior coordination made for V23 company grade to interview 1000-1200 with Maj Stewart (Infantry Monitor) (POC Maj Esrey at BB 808-285-9380).

WEDNESDAY 26 OCT

MMOA-1 Ground Monitor Interviews at CDET Classrooms Bldg 22181

0800 - 1200 MMOA Interviews (Ground MOSs only)

1300 - 1700 MMOA Interviews (Ground MOSs only)

THURSDAY 27 OCT

MMOA-1 Ground Monitor Interviews at CDET Classrooms Bldg 22181

0800 - 1200 MMOA Interviews (Ground MOSs only)

1300 - 1700 MMOA Interviews (Ground MOSs only)

MMOA-2 Aviation Monitor Interviews at CamPen Bldg 22181

TUESDAY 25 OCT

MMOA-2 Mass Brief at CNATT (Bldg 2220)

0800 - 0900 MMOA-2 Aviation Combined Field & Company Grade Brief*

*Combined with MMOA-1 Brief as depicted above

THURSDAY 27 OCT

MMOA-2 Aviation Monitor Interviews at CDET Classrooms Bldg 22181

0800 - 1200 MMOA-2 Interviews (Aviation MOSs only)

1300 - 1700 MMOA-2 Interviews (Aviation MOSs only)

FRIDAY 28 OCT

MMOA-2 Aviation Monitor Interviews at MCAS CamPen Bldg 22181

0800 - 1200 MMOA-2 Interviews (Aviation MOSs only)

1300 - 1700 MMOA-2 Interviews (Aviation MOSs only)

MMOA TEAM ROSTER

RANK	LAST NAME	FIRST NAME	MI	BILLET
				MMOA-1 (GROUND) DSN 278-9272 COMM 703-784-9272 FAX-9844
COL	WILSON	BLAKE	M	Branch Head
COL	NEIL	BRYAN	W	Ground Colonel Monitor (MAC-9) 4402 /5505 /8040 /8031 /8061
LTCOL	EVERLY	DAVID	R	Ground Lieutenant Colonel Monitor (MAC-10) 0102 /0202/ 0302/ / 04XX / 0505/ 06XX/ 0802/ 1302/ 18XX/ 2102/ 23XX/ 2802/ 3002 /3102/ 3302/ 3404/ 4302/ 4402 /4602/ 5505/ 5803/ 8059
MAJ	CAREY	THOMAS	W	Ground Combat Arms Majors' Monitor (MAC-11) 0202/ 03XX/ 0802 /1302/ 18XX/ 3404
MAJ	GODFREY	JERRY	A	CS/ CSS Majors' Monitor (MAC-15) 0102/ 04XX/ 06XX/ 2102/ 23XX/ 2802/ 3002/ 3102/ 3302/ 4302/ 4402/ 4602 5505/ 5803
CAPT	DEMPSEY	TIMOTHY	A	Reserve Transition Counselor
MAJ	VERBLAAUW	DOUGLAS	T	Head, Company Grade Monitor and Center Desk 8006 /7
CAPT	ZOELLNER	CRAIG	A	Co Grade Monitor (MAC-17) 01XX/ 34XX/ 41XX/ 44XX/ 55XX
CAPT	LIM	JOHN	J	Co Grade monitor (MAC-2331) 02XX/ 26XX
MAJ	STEWART	SCOTT	A	Co Grade Monitor (MAC-21) 03XX/ 5702
CAPT	RYAN	JESSICA	L	Co Grade Monitor (MAC-18) 04XX/ 2340 / 30XX / 3102 / 3302 / 3510
CAPT	STOWERS	JASON	B	Co Grade Monitor (MAC-19) 06XX/ 28XX/ 4302/ 4602/ 4810
CAPT	CULBERTSON	SCOTT	C	Co Grade Monitor (MAC-20) 08XX/ 1120 /13XX / 18XX/ 21XX/ 2305/ 58XX
				MMOA-2 (AVIATION) DSN 278-9267 COMM 703-784-9267 FAX-9844
COL	LIGHTFOOT	STEPHEN	J	Aviation Col Monitor (MAC-5) 8040/ 8041/ 8059
LTCOL	DEWOLFE	DOUGLAS	S	Aviation LtCol Monitor (MAC-6) 5909/ 6002/ 6004 / 6302 / 6502/ 6602 / 6802/ 7202/ 75XX/ 8059
MAJ	HAINES	PATRICK	M	Aviation Ground Major Monitor (MAC-14) 5902/ 6002/ 6004/ 6302/ 6502 / 6602 / 6802/ 7202/ 7315
MAJ	SCHERRER	ERIC	A	Aviation Fix Wing (FW) field grade (MAC-12) 7380/ 7509/ 7518/ 7623/ 7525/ 7543/ 7556/ 7557/ 7588
MAJ	SAX	JOHN	A	Aviation Rotary Wing (RW) field grade (MAC-7) 7532/ 7562/ 7563/ 7564/ 7565 / 7566
CAPT	TIMM	NICOLAS	L	Aviation/Ground Co grade Monitor (MAC-14) 59XX/ 60XX/ 6302/ 6502/ 66XX / 6802 / 7002 / 72XX / 7315
MAJ	FISHER	MICHAEL	D	Co Grade Monitor (FW) (MAC-22) 7509/ 7518/ 7523/ 7525/ 7543/ 7556/ 7557/ 7588
CAPT	CROSKEY	JOEL	E	Co Grade Monitor (RW) (MAC-13) 7532/ 7562/ 7563/ 7564/ 7543/ 7565/ 7566

Share Point Appointment Booking Instructions

To make an appointment:

Navigate to: <https://portal.3maw.usmc.mil/g1/MMOA/SitePages/MMOA.aspx>

- Select e-mail certificate if prompted to select a certificate.
- Scroll down and in the middle of screen select "Create an Appointment."
- Complete all information on the request form.
 - Appointments are limited to 15 minutes
- Select "Submit" to book an appointment.
- Users will receive an e-mail confirming appointment time.
- To change or cancel an appointment:
 - Select appointment link in the "My Appointments" Bar on the right side of the screen.
 - Select Change or Delete appointment.

1. The SharePoint web site will be closed on 21 October 2016 in order to allow for printing and transmission of interview rosters.

2. Officers unable to access the site, due to restricted domain, can submit an appointment request to location POC no later than Wednesday, 19 October 2016. Request must contain the following information:

- a. Last Name, Rank First MI
- b. Selected for promotion (Y/N)
- c. MOS
- d. Active Duty (Y/N)
- e. Unit
- f. Work Phone:
- g. Priority Level (Select highest)
 - (1) FY15 mover,
 - (2) eligible for command (LtCol and above only),
 - (3) in-zone for promotion
 - (4) all other officers
- h. Work E-mail Address:
- i. Location:
- j. Monitor:
- k. Desired Appointment Date/Time

Directions to CNATT Facility, Bldg 2220

